

METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY

KARL F. DEAN
MAYOR



OFFICE OF THE MAYOR
METROPOLITAN COURTHOUSE
NASHVILLE, TENNESSEE 37201
PHONE: (615) 862-6000
FAX: (615) 862-6040

July 8, 2011

Mr. Mark Swann
Director of Internal Audit
Metropolitan Government
222 Third Avenue North, Suite 401
Nashville, TN 37201

Dear Mr. Swann:

Over the past several days, news reports have raised serious questions about certain practices and operations of the Davidson County Clerk's Office. It is my position that anytime questions of this nature are raised, the Metropolitan Government has an obligation to the taxpayers and citizens of Nashville to thoughtfully and carefully look into the issues. For that reason, I am asking that the office of Internal Audit, in coordination with the Department of Law, immediately initiate an audit of the County Clerk's Office.

Specifically, questions have arisen over certain contracts entered into by the County Clerk's Office, including those for public relations services, photographic services, and signs. In light of possible issues with those contracts, a thorough review of all contracts and the procurement processes used by the County Clerk's Office should be undertaken.

Finally, it is my understanding there is a significant amount of cash involved in the operation of the County Clerk's Office. It would be my request that this review also include an overall look at the office's cash management procedures.

I ask your office to conduct this review because of the important role it plays as an independent office with representatives of the administration, the legislative body and citizens of Nashville.

Sincerely,

A handwritten signature in blue ink, appearing to read "K. F. Dean", with a long horizontal flourish extending to the right.

Karl F. Dean
Mayor

cc: Mike Safley, Department of Law